

REGIONAL TESTING OFFICER, DEPARTMENT OF CORRECTIONS

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: May 8-9, 2001

Collective Bargaining Identification: S01

Job Analysis Conducted By: Marian Dilley, Staff Services Manager I
Fred Freeman, Staff Services Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position Report dated March 30, 2001, there are 3 incumbents in this classification.

Subject Matter Expert(s):

Annice Porter	Correctional Captain, Selections and Standards
Michele Hamilton	Staff Services Manager I, Selections and Standards
Edgar Barney	Regional Testing Officer I, Selections and Standards

The above subject matter experts remained the same during the entire job analysis process.

INFORMATION GATHERING
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The tasks and knowledge, skills and abilities statements for this job analysis were developed by utilizing:

- State Personnel Board Class Specification
- Selection and Standards Branch Duty Statement
- Critical Class Requirements Worksheet
- Department of Corrections Job Announcement

*This is a specialized classification used only by the Department of Corrections geared toward the classes of Correctional Officer, Medical Technical Aide and Parole Officer.